MODEL FOR "BOLT-ON" DISTRIBUTED MODULE DEVELOPMENT

	FACTORS	MODULE CATEGORY		
		LOCAL INDEPENDENT OR COORDINATED	**LEVERAGED**	**STANDARDIZED CORE**
	Definition:	Developed independently and state has no need to know about and no responsibility for. It also can include modules developed independently but with knowledge of and in coordination with the state.	Developed to share or acquired to become a function that multiple courts in a community of interest can use.	These modules are part of the CMS and fully supported and enhanced at the state level. If a court wants the function, they will use the module. There will be a certification process to for a bolt-on to become part of core.
	Examples from existing known modules:	• Noticing program in Tucson Muni	• Rural MEEDS • FTA/FTP in Tucson Muni	• EDMS vendor products – OnBase & Kofax • EDMS in-house built interfaces. • Jury+ • eCitation import & interface (future) • File Tracking • PAM
1	AJIN security compliance with levels of compliance stratified where possible. (See AJIN Security Manual; required for all)	Yes	Yes	Yes

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2	Architecture (hardware and software, development language and tools, operational environment; any programming or technical standards adopted by development group)	Local tools and standards.	Constructed or tightly coupled with adopted tools and standards if developed in-house; otherwise compatible vendor tools.	Constructed or tightly coupled with adopted tools and standards if developed in-house; otherwise compatible vendor tools.
3	Core program screen or code changes	No, but negotiable if there is leverage potential.	Maybe make and support minor changes to core image/code to provide for module.	Yes – Will make and support changes to provide for module.
4	Change management coordination (notices of changes; coordinating new releases of standard software image; coordinated testing and implementation planning)	Notice provided as part of release announcements.	Yes, with good faith effort to provide reasonable notice and implementation planning and coordination.	Yes and core participates in new release testing.
5	Database changes to Core DB (new tables or columns)	No, but negotiable if there is leverage potential.	Maybe – may change core DB to provide for a module	Yes – Core will make and support changes to provide for module.

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6	Help Desk (the 800 support desk)	Local	Level 1calls (first point of contact) centralized to AOC (e.g. will take report and forward problem to designated support point)	Full core support for the module and interface points. Level 1 calls are centralized and core has involvement in interface issues.
7	Interface/version protection (the interface between module and standard software will not be broken)	No but will provide notice of changes, and of impacts if known for modules known to core.	Coordinated with custodian or vendor contact.	Yes with agreement and planning on version change approaches and joint impact analysis.
8	Maintenance of the module	Local	Appointed custodian among participants or a vendor.	Core or appointed custodian (or vendor).
9	Module (source code) owner – as "official version" source and version control	Local	Selected custodian among participants	Core
10	Module (source code) repository if not vendor-provided and/or in escrow.	Local	Selected custodian and AOC	Core
11	Operational support (use of core technical staff for h/w or s/w support during operation of module)	No	Limited (e.g. troubleshooting, interface support)	Yes, if a documented support model is negotiated.
12	Part of standard desktop image/standard software installation	No	No	Yes

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13	Sharable	No; will not be distributed to others	Yes, with participant coordination; must be approved by AOC/COT	Yes; If vendor provided, must provide a support model.
14	Support Model Required (i.e. documentation on who supports and problem resolution steps)	No	Yes - Model is that a local contact or a vendor will support. Contact person and module information required for Level 1 Help Desk support calls.	Yes - Model and specifics of support documented. Core support provided via Help Desk and Service Level Agreements.
15	System Documentation with version control	Local option	Core as repository; custodian maintains	Core staff maintains
16	Technical support (documentation and resources during development; h/w or s/w help; e.g. configuring servers, installing software)	Limited to coordination; limited development support	Yes for development	Yes
17	Testing (of module, of interface and network/system impacts)	Local	Participant tested	Core with local participation
18	Training (includes user and technical support training and documentation)	Local	Participant training	Core staff documents and performs training primarily for field trainers. Centralized repository for documentation.

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19	Updates to core database (add, replace, delete of data in existing data structures)	No unless coordinated with core and approval received.	With core approval	Yes
20	User and training documentation	Local option	AOC as repository; Custodian maintains	Maintained by core.
21	Project Management Methodology	Local option	Local option	Follow COT-adopted project management methodology.
22	Cost greater than $250K	Requires COT approval	Requires COT approval	Requires COT approval